

**The Town of West Hartford
Announces an
Open Competitive Examination
For the Position of**

SOCIAL WORKER (PART TIME)

Application Deadline:

Thursday August 9, 2018

Salary Range:

\$37.60 per hour

JOB PURPOSE

Delivers supportive social services through intensive case management. Provides assessment of individual, family and community needs, provision of direct client services to a diverse population and the development and administration of various programs and community services in such areas as case management, crisis intervention, information and referral and training and education. Works as a member of a multi-professional work team including psychologists and educators.

WORK ENVIRONMENT

Work is performed in a business office setting, senior centers, and at the Hillcrest Area Neighborhood Outreach Center; home visits are necessary. Handles confidential client information. Frequent interface with clients, financial institutions, medical and legal professionals, educators. May encounter agitated individuals. Manages multiple priorities adhering to established time frames and performance standards. Must be mobile, able to push/pull light objects, occasionally lift objects up to 25 pounds. Must be able to stand or sit for prolonged periods. Must be able to perform such tasks as writing, filing, typing, using a calculator, and skills, which require hand-eye coordination such as using a personal computer. Frequent interaction with people utilizing extensive oral and written communication. Must be able to concentrate on fine details with constant interruption, attend to tasks/functions for more than forty-five to sixty (45-60) minutes at a time, remember multiple assignments given over long periods of time, and understand the theories behind several related concepts. Must be able to communicate and be understood clearly; hearing requirements include the ability to effectively interact with customers in person or by telephone.

ESSENTIAL JOB FUNCTIONS

- ✓ Interviews individuals and families to determine areas of assistance by assessing resources, job skills, employment history and other assets.
- ✓ Promotes client self-sufficiency by developing effective treatment plans and providing appropriate counseling, advocacy and referral to community services and resources.
- ✓ Responds to requests for information and makes appropriate referrals.
- ✓ Alleviates potentially dangerous situations with effective intervention and immediate response.
- ✓ Addresses community needs by developing appropriate programs, program guidelines and eligibility criteria.
- ✓ Prepares and maintains case records, periodic reports and databases.

ADDITIONAL JOB RESPONSIBILITIES

- ✓ Coordinate and administer fair housing/equal opportunity support activities.
- ✓ Provides professional guidance and support to other social workers.
- ✓ Supervise graduate interns.
- ✓ Work with Police Department, Fire Department and Health District in various social work capacities.
- ✓ Administratively support department goals and initiatives.
- ✓ Serve as liaison to various agencies and advisory groups; may attend community meetings, when appropriate.
- ✓ Coordinate the application and management of grants to meet community and departmental needs.
- ✓ Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- ✓ Thorough knowledge of the objectives, principles, and practices of social work and case management.
- ✓ Ability to express oneself clearly and concisely both orally and in writing.
- ✓ Ability to establish effective working relationships with clients, federal and state personnel, various agency staff and departmental employees.
- ✓ Skill in mediating and negotiating effective solutions to disputes.
- ✓ Skill in interviewing, listening, eliciting information and evaluating client problems and concerns.
- ✓ Skill in brief assessment, short-term counseling and development of effective individualized case management plans.
- ✓ Skill in identifying community needs, preparing program proposals, and developing implementation plans that include eligibility criteria and program guidelines.

MINIMUM QUALIFICATIONS

Master Degree in Social Work and licensed by the State of CT (LCSW) with two years of experience in a community based social service delivery system. Possession of a valid CT Driver's License and a driving record that complies with the Town of West Hartford safe driving record policy. Candidates with grant writing and/or grant administration experience preferred.

METHOD OF SELECTION

	<u>Weight</u>	<u>Passing Score</u>
Oral Examination	100%	70

The Town reserves the right to limit the number of qualified candidates invited to participate in any portion of the selection process. Candidates must achieve a passing score of 70% on the oral examination to have their name placed on the Eligible List. An individual appointed to the position must satisfactorily complete a one (1) year probationary period.

APPLICATIONS

- Resumes should be mailed to Astrid Calderon, LCSW, Town of West Hartford
50 South Main Street Room 306 West Hartford CT 06107
- Resumes must be received prior to 4:30 PM on **Thursday, August 9, 2018.**

An Equal Opportunity/Affirmative Action Employer – M/F